

Commonwealth of Massachusetts
Operational Services Division
PILOT PURCHASE PROGRAM
Agency/Municipal Participation Agreement

Thank you for your interest in the Pilot Purchase Program, an annual project coordinated by Operational Services Division (OSD) and funded by the Massachusetts Executive Office of Environmental Affairs (EOEA) and the Department of Environmental Protection (DEP). This document describes the Pilot Purchase Program, outlines the roles of OSD and program participants, and establishes a basic agreement between OSD and program participants.

All agencies and municipalities wishing to participate in the Pilot Purchase Program must complete and sign this form.

SUMMARY OF THE PILOT PURCHASE PROGRAM.

The Pilot Purchase Program provides funds to purchase “environmentally preferable products,” or EPPs, for state agencies, authorities and municipalities throughout Massachusetts, who test the products and provide feedback on their performance. The testers are encouraged to purchase EPPs in the future, so long as performance and price are comparable to regular products currently being used.

We define EPPs as products that contain recycled materials, minimize waste, conserve energy or water, or contain fewer toxic materials. OSD selects products for their environmental qualities and for their potential to be adopted statewide. Often, products introduced through the Pilot Purchase Program are later incorporated into statewide contracts.

The purpose of the Pilot Purchase Program is twofold:

1. To research EPPs and learn about their performance, acceptability and uses.
2. To promote acceptance and use of EPPs and encourage widespread purchasing of EPPs throughout the state.

WHAT YOU CAN EXPECT FROM THE PILOT PURCHASE PROGRAM.

- OSD often will coordinate the entire purchase process, including encumbering funds, coordinating delivery, and providing payment.
- In some cases, OSD will coordinate the purchase and delivery process, and provide partial funding, but the participating department also will fund part of the purchase.
- OSD will serve as a resource during all phases of the Pilot Purchase Program to provide information on products, vendors and program logistics.
- OSD produces an annual Pilot Purchase Program report, complete with product evaluations, that is made available on our web site, www.magnet.state.ma.us/osd/enviro/enviro.htm, along with reports from past years and other environmental procurement information.

WHAT OSD EXPECTS FROM YOU.

The success of the Pilot Purchase Program also depends on you. We ask all participants to initial the following five statements to signal an understanding of your obligations to the program.

Program participants agree to:

- ___ **Provide OSD with explicit details of the requested purchase, including product quantity and specifications, delivery location, and contact name and phone number.**

As a third-party agency managing the purchase, it is crucial for OSD to have complete, accurate information on the requested purchase and a consistent contact person with whom to confer.

- ___ **Promptly return the delivery receipt to OSD after receiving the product(s).**

OSD must have proof of product receipt to process the vendor's invoice and ensure timely payment.

- ___ **Promptly complete and return OSD's evaluation form after using the product(s).**

Product evaluations help OSD staff determine the performance of individual products and make improvements in the program. OSD will send out evaluations three to six months after you've received the product(s).

- ___ **Purchase the product in the future, assuming it is comparable in cost and performance to products currently purchased.**

An important goal of the Pilot Purchase Program is to increase the purchase of EPPs. Already, the state of Massachusetts has increased its recycled product purchases from \$2.8 million in 1992 to more than \$43 million in 1999.

- ___ **Agree to offer testimony, if requested, about your experience with the product(s) to other state purchasers interested in purchasing them.**

Each year, OSD strives to expand the scope of the Pilot Purchase Program – both to test new product categories and to reach new state purchasers. Word-of-mouth statements from past participants are key to strengthening and expanding the program.

Date

Signature

Print Name

Phone Number

Title

Agency/Department

For more information, please call 617-720-3395.